

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION		NO.
Assistant Deputy Director (Support)				DATE
				10 June 1963
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.				<p>REFERENCE: Memo dtd 15 May 63 to DD/S fr D/Pers, subj: "Designation of Scientific Pay Schedule Positions"</p> <p>Emmett:</p> <p>Attached are responses to reference memorandum. I don't believe there are any problems in connection with setting up the position requested by the Office of Communications. There are, however, two problems in connection with the two Medical Staff positions requested:</p> <p>a) You will need to take a look at the GS-13 position in the light of upgrading it to fit the scientific pay schedule.</p> <p>b) The two positions for the Medical Staff should not be established prior to approval of the two programs for which the positions are intended.</p> <p>Please include the two Medical Staff positions in your planning but do not finalize action until Dr. Tietjen or I have called you concerning program approval.</p> <p style="text-align: right;">15/ H.G.L.</p>
Director of Personnel 5E56				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
2 Atts:				
12.	Att 1 - Memo dtd 28 May 63 to DD/S fr D/CO, same subject			
13.	Att 2 - Memo dtd 27 May 63 to DD/S fr C/MS, same subject			
	SPA-DD/S:JHP:sbo			
14.	Distribution:			
	0 - Adse w/cc of Atts 1 and 2			
	1 - DD/S chrono			
15.	1 - DD/S subject w/0 of Atts 1 and 2			

2 Atts.

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28 MAY 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Designation of Scientific Pay Schedule Position

1. This confirms information given to [] by telephone on 27 May.

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2. It is recommended that the Office of Communications be assigned one (1) position for a scientist under the provisions of Headquarters Regulation [] and the for the Fiscal Year 1964. The position will be filled from outside the Agency. There follows supporting data required by memorandum from the Director of Personnel, subject as above, dated 15 May 1963:

a. It is desired to obtain the services of a physicist with a Masters or Doctors Degree to assist the engineers of the Office of Communications to keep abreast of the "state of the art" by continuing liaison with industry and academic institutions.

b. The incumbent filling this position should be required to frequently attend symposia, meetings of scientific societies and organizations such as the Institute of Radio Engineers, to visit industrial establishments such as Space Technology Laboratories, the General Electric Company and others.

c. See a and b above.

3. Same as above for Fiscal Year 1965.

4. The Office of Communications has a position of Special Assistant which was intended for the purpose outlined above. The position is a GS-15 and is vacant. It may be necessary to use the Scientific Pay Schedule now

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Subject: Designation of Scientific Pay Schedule Position

authorized to obtain a qualified individual in which case pay equivalent to a GS-16 or GS-17 might be necessary. The budget for the Office of Communications for FY 64 and FY 65 include provisions for filling this Special Assistant Slot at a GS-15 level.



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Director of Communications

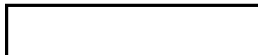
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25X1

Next 3 Page(s) In Document Exempt

28 May 1963

25X1



Re: Designation of Scientific Pay Schedule
Positions

Attached are replies from Commo and
Medical.

Logistics, Security and ADPS all reported
negative.

MAQ

*Personnel and Training
were not added to report.*

Accounting 9

X

X

Attached for your information and guidance is a copy of a memorandum from the Director of Personnel to the DD/S requesting recommendations for designation of Scientific Pay Schedule positions.

If you wish to identify such positions in your component please submit your recommendations to Colonel White by Monday, 27 May 1963.

Att: Memo dtd 15 May 63 to DD/S fm D/Pers, subj: Designation of Scientific Pay Schedule Positions - DD/S 63-2075

STAT

Executive Assistant to the
Deputy Director (Support), 7824,

17 MAY 1963

STAT

EA-DD/S:RBF:maq (16 May 63)

Distribution:

- Orig - D/CO w/T of att - *Don't know*
- 1 - D/LO w/T of att - *Don't know*
- 1 - D/Sec w/T of att - *Don't know*
- 1 - C/MS w/T of att - *Don't know*
- ✓ 1 - DD/S Subject w/O of att
- 1 - DD/S Chrono

1 - C/ADPS w/T of att - 21 May 63

STAT

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Designation of Scientific Pay Schedule Positions

25X1 1. The recently published regulation on Management of Specially Qualified Scientific Personnel [] establishes a requirement for identifying those scientific positions which should be designated as Scientific Pay Schedule positions. The Scientific and Technical Personnel Advisory Committee discussed this requirement at its first meeting and agreed that the initial process of identifying these positions should be carried out on an Agency-wide basis so that appropriate recommendations for establishing dollar and numerical ceilings could be made promptly.

2. We would therefore like to have your recommendations as to positions in components under your jurisdiction which you believe should be included in the initial designation of such positions. Since the Scientific and Technical Personnel Advisory Committee is responsible for reviewing all positions proposed for such designation and advising the Comptroller concerning budgetary, ceiling, and pay aspects of such action, you may wish to have your representative on the Committee, [] take part in the development of your recommendations.

3. As you know, the recommendation that the Scientific Pay Schedule be approved indicated that it would be used sparingly at first in order to ensure an orderly implementation of this new system. Therefore, your recommendations should be geared to approved budgeted activities and programs and should list separately requirements for FY 1964 and FY 1965. You should also specify in each case whether the position will initially be filled from outside of the Agency or from within. Finally, your recommendations should include the following supporting data:

- a. Description of the nature of scientific or technical work to be performed;
- b. Statement of the accomplishment expected of the incumbent; and
- c. Explanation of the basis of the need for expert scientific qualifications.

4. I would appreciate receiving your recommendations by 31 May 1963 in order that we may proceed as quickly as possible with the initial designation of positions under the Scientific Pay Schedule. [] Chief, Salary and Wage Division, extension [] is available to provide any assistance which your staff may desire in connection with the implementation of this program.

[]
Emmett D. Echols
Director of Personnel

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GROUP 1
Excluded from automatic
downgrading and
declassification

TRANSMITTAL SLIP		DATE
TO: Colonel White		16 May 1963
ROOM NO.	BUILDING	
REMARKS: <p>Copies of this memorandum have been sent to Commo, Logistics, Security and the Medical Staff with a request that their recommendations be submitted to you by 27 May.</p> <p>EBF</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)